



DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH RESOURCES AND SERVICES ADMINISTRATION

Division of Grants and Procurement Management
Contract Operational Branch

Via e-mail

Date: August 3, 2001

To: All Prospective Offerors

Reference: **HRSA-250-OA-14(2) "Technical Assistance in Support of
the HRSA Office of Field Operations." Amendment 1**

NOTICE

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The purpose of this letter is to transmit **Amendment No.1** to Request for Proposal (RFP) **HRSA-250-OA-14(2) "Technical Assistance in Support of the HRSA Office of Field Operations."** The attached document amends the original RFP, and transmits industry's questions and the Government's response to those questions. The due date of (1:00 p.m.), August 20, 2001 **is extended** to 1:00 p.m., August 27, 2001. Please confirm receipt of this Amendment in your proposal submission.

Requests for any information concerning this RFP should be referred to the attention of Ms. Jan Leahey of my staff, on (301) 443-2583.

Sincerely yours,

/s/

Steven L. Zangwill
Contracting Officer

Attachment

**Request for Proposal (RFP)
No. HRSA-250-OA-14(2)
“Technical Assistance in Support
of the HRSA Office of Field Operations”**

Amendment 1

**Amendments, Industry Questions
and the
Government’s Responses**

August 3, 2001

Request for Proposal HRSA-250-OA-14(2) is amended as follows:

- 1) Section C.4, Task 5: “Task Orders” delete the following text (7) “**the estimated cost to complete the task.**”
- 2) Section C.4, Task 5: “Optional Items”: **delete** the following text: “3).”
- 3) The due date for proposals **is extended** to August 27, 2001 (by 1:00 p.m.).

ALL OTHER TERMS AND CONDITIONS OF THIS RFP REMAIN UNCHANGED

Amendment 1
HRSA RFP #250-OA-14(2)

Industry Questions and Government Responses:

GENERAL QUESTIONS

- 1. Is there an incumbent for this work? If so, a) is the incumbent eligible to bid on this RFP? b) What is the name of the incumbent? c) What is the amount of this year's budget?**

No. There is no incumbent for this work.

- 2. Is this a new contract, or is it a recompetes of an existing contract? If a recompetes, who is the current incumbent?**

Yes. This is a new contract.

- 3. Section C3.3 states: "Consultants may include primary care project staff, maternal and child health project staff..." Does this statement refer to local programs supported by OFO?**

OFO supports the programs of the Agency. Consultants may not be HRSA staff, but should have expertise in HRSA programs.

- 4. Section C3.3: Please explain how state and local health agency officials can be eligible to serve as consultants?**

State and local health agency officials can be eligible to serve as consultants based on their experience with best practices and their ability to help others. State and local health agency officials should also know the environments of their states and to help further the OFO state team concept.

- 5. Section 3.3 Assumptions (2) Option Years – pg. 14.**

- a. Conference Calls. Are the hours specified 360 hours each for consultants = 720 hours or a total of 360 hours among two consultants.**

There are a total of 360 hours among two consultants for conference calls.

- b. Workshop/Meetings – Are the days 120 days each for two consultants = 240 total days? The defined tasks are 30 – 2 day workshops with two consultants = 120 days plus 60 – 1 meetings with two consultants = 120 days, for a grand total of 240 days.**

Yes, there is a grand total of 240 days for workshops/meetings.

- c. **Site Visits 5 visits (10) offices for two days with two consultants = 200 days.**

Yes, there is a total of 200 consultant days for site visits.

- d. **Discussion groups – 8 groups * 2 meetings (each group) for 2 days = 32 days and 10 monthly calls for two hours each or $(10 * 12 * 2) = 240$ hours or 30 days for a total of 62 days.**

Yes, there are a total of 32 days for the discussion groups; 30 days for monthly calls.

6. **Section C3.4.1 b)-d): For the discussion groups, are we correct to assume there is a total of 16 on-site meetings? How many consultants should we assume per on-site meeting?**

Yes, the estimated number of discussion group meeting is sixteen (16) - two (2) day meetings with one (1) consultant.

7. **Section C3.4.1 a) Are we to assume that 300 hours of conference calls with 2 consultants results in 600 consultant hours?**

The Government anticipates that the maximum number of consultant hours billable for the conference calls in the Base Year will be 300 hours; 360 hours for outlying Option Years.

8. **Section C3.4 b)-d): For the purpose of budgeting travel and per diem times for consultants, should we assume that the consultant days called for in this section are full days in interventions and therefore travel occurs before and after? For example, are we correct to assume that in order to conduct the 2-day workshops, the consultant would need to arrive at the workshop location the day before the workshops begin, and depart, at the earliest, on the evening of the second workshop day?**

Yes

9. **Section C3.4.1 b)-d): For the purpose of budgeting travel and per diem, what should we assume about the locations of the 25 workshops, 50 meetings and the on-site discussion groups?**

While the final locations for these meetings and workshops are yet to be determined, OFO anticipates that most activities will take place in the cities where the field offices are located. For estimating purposes, the Government is requesting that contractors develop an average cost for travel and for per diem charges. This should be in accordance with their travel policy. The contractors should also include a narrative in their business proposal, which describes how they arrived at “averages” for these charges.

10. Where will the meetings and workshops be held each year (what cities)?

While the final locations for these meetings and workshops are yet to be determined, it is anticipated that most will take place in the cities where the field offices are located; refer to Section C.1. of the RFP.

11. What is the total number of participants to be involved in the eight discussion groups (item 1-d, p. 14)? Will the contractor be responsible for selecting and arranging for the location of these discussion groups? In what cities will the discussion groups take place? Will the contractor be responsible for traveling or supporting any of the discussion group participants? Will the contractor's staff be expected to participate in these discussion groups, other than a consultant and a videographer?

These meetings and discussion will take in field office conference rooms. On average, it is anticipated that there will be 25 participants involved in the eight discussion groups. The contractor will be responsible for selecting and arranging for the location of these discussion groups. In most instances, the discussion groups will take place in the cities where OFO offices are located across the country.

12. Regarding conference calls, if the Government pays all airtime charges for conference calls and all calls are set up by OFO staff (per item 1-a, page 14), exactly what is the contractor's roll in these calls and what costs should the contractor budget for other than labor time?

The contractors role in these conference calls is to send out invitation/notification of the calls, facilitate conference calls and provide summary notes of the calls to call participants. The contractor, therefore, shall budget for labor time.

13. Regarding the workshops and meetings, (item 1-b, p.14), approximately how many participants will be involved in each of the 25 two-day workshops and 50 1-day meetings in year one?

On average, we anticipate twenty-five (25) participants per workshop or meeting.

14. Section C.4, Task 3: Develop and Maintain a Roster of Consultants. Since this activity occurs after the award of the contract, we assume that the Offerors are not expected to include consultant resumes in their proposals. Is this correct?

No, contractors ARE required to provide a list and resumes of proposed consultants. Additionally, please note that all proposals will be evaluated in accordance with the requirements outlined in Section C.3., Section L "Technical Proposal Instructions," and Section M.3. "Evaluation Criteria."

- 15. Will the contract be expected to identify and recommend all consultants for TA assignments from its own consultant proof of experts, or will the Government provide the contractor with the names and contact information for all consultants used under this contract?**

The contractor is responsible for recommending and for providing the list of consultants. The successful contractor will work with the project officer to coordinate assignments after contract award for individual task orders.

- 16. Section C.4: Please clarify this discrepancy: In task 3, the RFP says, “Consultants are included on the roster only if they meet education, experience and performance criteria developed by the Contractor...The criteria and roster are subject to approval by the PO.” Task 5 states that the PO shall provide the Contractor...(6) name(s) of consultant(s) who is (are) able to accomplish the requested work.” Why is this not the responsibility of the Contractor to propose for the PO’s approval consultants from the roster?**

The contractor is responsible for submitting a list of consultants in their proposal, which includes resumes demonstrating the qualifications, experience, and education outlined in Section C. 3., of the RFP. The project officer will coordinate with the contractor to review and approve consultants for individual tasks required in the resultant contract.

- 17. Section C.4, Task 5: Task Orders. Are all the conference calls, workshops, meetings, site visits, discussion groups, and optional grantee visits initiated by individual task orders?**

Some conference calls, workshops, meetings, site visits, discussion groups and optional grantee visits will be initiated by individual task orders, others may be issued as part of a series. For example, there may be a series of conference calls to cover one particular topic.

- 18. Section C.4, Task 5: Task Orders. The RFP states that the PO will provide the contractor with an “estimated cost to complete the task.” Later in this section, in Task 8: Logistics, the RFP states that for conferences, workshops and meetings the “Contractor shall prepare a projected budget for the activity.” These two statements leave us confused about (1) how and when budgets are prepared and approved and (2) what activities we are supposed to budget for in our proposal. Please clarify what activities and tasks are to be included in the Business proposal.**

Contractors shall prepare a projected budget for all activities. The projected budgets shall be submitted to the project officer for approval. The language stated in Section C.4, Task 5: “estimated cost to complete the task,” is deleted by this amendment.

- 19. Section C.4, Task 8: Logistics, Conferences, Workshops and Meetings. From our reading of these two paragraphs, we assume that the contractor not only prepares a budget which includes all costs associated with the activity, but also pays for those costs with contract funds. If this is true, what budgeting assumptions should we use for calculating numbers of participants per event, distances they travel, and lodging nights?**

On average, there will be 25 participants; approximately five (5) consultants, the remaining twenty (20) are federal staff. We anticipate that each consultant will travel an average of 1500 miles total per event.

- 20. Section C.5 Optional Items. There seems to be a discrepancy between this section and the cost categories in Section B for the base and out-years. C5.a.1 calls for a single, one-day intervention while C5.a.2 calls for up to 5 one-day visits. However in Section B there are two line items for C5.a.1 and one line item for C5.a.2.**

Section C.5., are individual Option Items for one (1) day visits, or a series of five(5) day visits; e.g., C.5.1. being the one-day visit and C.5.2. being the series of five-days. There are two (2) options for the one-day visits, and one (1) option for the five-(5) series. Prices for these Options will be negotiated prior to award. Individual options will be exercised in accordance with Section B of the resultant contract, if and when required by the OFO, during the Base and outlying Option Years.

- 21. Will the contractor pay travel and per diem costs for any or all of the participants at each of the meetings and workshops each year? If so, how many “supported” participants should we budget for per meeting/workshop?**

For estimating purposes, it is anticipated that most participants attending this meeting will be Government employees. The contractor will be expected to pay for travel for consultants, ONLY. In such instances, the contractor will not need to pay neither travel nor per diem costs for federal staff.

- 22. Please provide more specifics about the meetings and workshops each year, such as the number of plenary rooms and/or breakout session rooms; whether or not any breaks or meal functions will be required and, if so, the specifics of each, what, if any audiovisual equipment will be needed for each meeting/workshop; what meeting materials the contractor will be responsible for (i.e., name badges, name tents, agendas, background materials, meeting packets, signage, tote bags, etc.). Please specify the quantity of each item per meeting.**

For estimating purposes, it is anticipated that approximately one-half of the meetings will require just a plenary room. The other half may require a plenary room for the morning session and three (3) breakout rooms for the remainder of the meeting day. Meetings will be conducted in accordance with Government travel regulations.

Further, for estimating purposes, OFO will require audiovisual equipment (for example, overhead projectors, screens, etc...), name badges, table tents, meeting packets/background information will be needed for meetings.

On average, we are anticipating 25 participants per meeting.

- 23. Will the contractor staff be required onsite at the meetings/workshops for registration, troubleshooting, etc.?**

Yes. The contractor will be required to be onsite to staff the meetings/workshops for registration, troubleshooting, etc.

24. Will the contractor be required to conduct registration online (via the Web) for these meetings/workshops? Will the contractor need to develop a Website for each meeting/workshop?

No. The contractor will not be required to conduct registration online (via the Web) for these meetings/workshops. The contractor will not need to develop a website for each meeting/workshop. Notification can be provided via e-mail of meeting dates, times and locations.

25. Will the contractor be required to prepare a summary of each meeting or workshop? If so, will the proceedings be recorded or will the contractor need to arrange for writer to be onsite to take notes during the meetings or workshops? Approximately how many pages will the summary reports are, for estimating purposes?

The contractor will be required to prepare a notes and summary of some meetings or workshops. Although the Government doesn't anticipate the need for a writer, that is, ultimately, a contractor's decision.

26. Section C.5. Optional Titles – Item #3 is blank. Was this intentional, or is there an item missing from the RFP copy as posted on the Internet.

There is no item #3. This is a typo.

LAST ITEM